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THE NORMAL School Quarterly

Series 2

October, 1903

Number 8

The Formation and Care of School Libraries

By

ANGE. V. MILNER

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Learning and Labor.

LIBRARY

OF THE

University of Illinois.

CLASS.

BOOK.

VOLUME.

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Accession No.

NORMAL SCHOOL QUARTERLY

Published by the Illinois State Normal University, Normal, Illinois

Series 2

OCTOBER, 1903

No. 8

The Formation and Care of School Libraries.

The aims of a school library are two, and each of these is two-fold. They are (1) to develop a taste for good literature and the habit of reading it; and (2) to broaden the pupils' comprehension of their lessons and teach them to use books as tools. In selecting, purchasing, and using the library these aims should be equally considered. It is easy to form a habit of reading worthless books, and the ability to use books as tools requires practice in finding and selecting, as well as in reading articles of information.

Great advancement has been made in Illinois in the last ten years in the number and value of the school libraries and in the advantage to which they are used; and the state and county superintendents give much credit to the teachers for this progress. In some states a school library is required and provided by the state. In Illinois the teachers usually have the responsibility of either persuading the authorities to furnish funds for books, or else of raising the money themselves. Besides this they must know what books they need to purchase and how to use them.

HELPS FOR TEACHERS.

In 1899 a committee from the Library Section of the National Educational Association published a Report on the Relations of Public Libraries to Public Schools. This contains information about the selection of books, the use of a school library, and the co-operation of schools and public libraries. It is the most helpful work published on this branch of the subject.

The name, publisher, and price of this and of all other publications mentioned and addresses referred to in this pamphlet will be found in the appendix.

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The technical information necessary for buying and managing a small library is given completely and clearly in Dana's Library Primer. The use of these two works will save time, money, and effort.

Besides the book lists in those publications, many others of high value are accessible. Among the best, annotated and classified by grade or age, are those published by the Superintendent of Education, Wisconsin, the New York State Library School, and the Evanston Public Library. The books of the Illinois Pupils' Reading Circle are well selected.

Many of the leading publishing houses make a specialty of books for school libraries. They publish both standard literature and books of information in substantial, attractive form, at low prices; and some of them also furnish booklets on children's reading and the formation of school libraries. See names and addresses in the appendix under "Publishers." Their circulars may be had upon application.

Kroeger's "Guide to the Study and Use of Reference Books" is the most useful work on that subject. It contains annotated lists and other information, and is up to date. Helpful lists of reference books are to be found in the Library Primer, the Wisconsin Library Lists, and the Course of Study for Common Schools of Illinois.

The Library Primer contains a select list of periodicals.

SELECTION OF BOOKS.

A teacher can gain the best results by making his own selection of both "books of inspiration and books of information," being guided by good lists, his knowledge of the books, and his acquaintance with the children. By working carefully he can make a good beginning even if he has but little knowledge on the subject and a very small sum of money.

It is better to select nothing that is not included in a standard list, unless it is recommended by some one of equal judgment and experience with those who made the lists, or unless the teacher knows it will meet a specific need. This rule should be applied even to selecting the edition, when choosing from publishers' circulars. Some editions of standard literature are cut or edited until they are considerably changed; old publications are occasionally re-issued under new titles, and books of information are sometimes out of date or otherwise unreliable.

In choosing reference books, be careful not only to select works that are well recommended, but to get the latest editions. Cyclopedias

written and published in this country are more useful than English ones to pupils in the United States. Next in value to the expensive reference books, and suitable for elementary schools, are Champlin's Cyclopædias. Good work can be done with geographical readers and some first-class textbooks on the various subjects. Add a newspaper almanac, the Statistical Abstract of the U. S., the Blue Book of Illinois, and the Campaign Books of each leading political party. Advertising circulars and clippings from magazines are valuable additions to the reference department if carefully chosen. One of the weeklies treating of current history and prepared especially for school use will be helpful.

In choosing books for children's reading remember that children have different tastes at different ages, and also that they cannot enjoy books that are too difficult for them to read or too tedious to interest them. The one thing for which they care is that a book shall be interesting; they have no prejudices against its being also well written. On the other hand the best written books in the world will be of little use here if they do not appeal to the children, for the children simply do not read them. Information on good literature for young people is to be found in the Report of the Library Section of the N. E. A.; Adler's Moral Instruction of Children; Arnold's Reading: How to teach it; Baldwin's Book Lover; Burt's Literary Landmarks; and a host of other books.

BOOK BUYING.

In apportioning the funds it will usually be found best to divide them equally between books for reference and books for reading. Books for supplementary reading frequently meet both needs. Much good reference material may be secured free of expense, but reference books in general are more expensive than the same number of volumes of first-class literature.

Don't buy "bargains" in cyclopedias, dictionaries, or other reference books; they are usually out of date. Don't buy a stock lot of books because they are cheap. Don't buy subscription books unless they are well-known, standard works, and remember that these may often be purchased to better advantage from regular dealers. Don't buy any books not recommended by a reliable authority. By following these suggestions strictly something useful may possibly be missed. By not following them many things of very little use will surely be purchased and money wasted.

Cloth bindings are usually the most economical. Boards and

paper are not durable, and the durability of leather trade binding is rarely proportional to its additional cost. Discounts are often given for prompt payment. By subscribing for all periodicals thru one agent, the best club rates are secured.

In making book lists use slips, taking a separate one for each book. Begin in the upper left hand corner with the author's name, surname first, then title, followed by edition, series or other information necessary to identify the book, publisher and price. For the order list arrange these slips alphabetically by author, and copy on sheets. Be careful to keep an exact copy of the order finally sent.

It is desirable to order everything from one house. Get prices from the home dealer first, remembering that even if he is a little more expensive he will save time in correspondence and other details. Next to that, order from the nearest large city and have the packages sent by freight. Copies of the list may be first sent to several reliable dealers for prices. After choosing one buy entirely of him as long as he gives satisfaction. A purchaser is benefited by being a regular instead of a transient customer. If editions have been specified there cannot be much difference in the prices made by the different dealers. If much freedom is left in selecting editions the lowest bid will include inferior and cheaper copies.

A reduction of from 20 to 30 per cent will usually be made from the retail price of fiction and other popular books that have been published more than a year and are still in print. Most books published within a year are net, with no reductions to individuals, but with a 10 per cent reduction to libraries, including the smallest school libraries. These books are likely to be sold at lower rates after they have been out more than a year. Most textbooks and technical books are net with a discount of from 2 to 12 per cent to libraries, while a few net books admit of no reduction. Libraries making large purchases get larger reductions in some lines than those buying only a few books at a time.

On receipt of the packages, the books, order, and bill should be carefully compared. Good dealers will readily correct their mistakes and replace imperfect copies.

PREPARING BOOKS FOR SHELVING.

Write or stamp the name of the school on the back of the title page and in one or two other places in the volume. Title pages

and illustrations should never be defaced with marks of identification.

Get an ordinary square blankbook for an accession book. Rule it in columns for Accession number; Classification number; Author; Title; Place and Publisher; Date; Binding; Source; Cost; Remarks. These columns are to extend over two opposite pages. Take a line across the two pages for each volume and write the items describing it in their respective columns. Number the lines consecutively, beginning with 1. The number of the line is the accession number of the volume entered there. Write the accession number in the volume on the second page after the title page. This information is given more fully and is illustrated in Dana's Library Primer. That work also gives simple directions for classifying, shelf-listing, cataloging, book-binding, and other such points. Consequently these items are omitted or only partially treated here.

It is now practicable to buy printed catalog cards for recent publications from the Library of Congress at 1-2c for each card in a set except the first card which costs 2 1-2c. By a "set" is meant all the cards for one work that are ordered at one time. For full information write to the Library of Congress.

BOOKCASES.

The following are standard measurements:

Hight, 7 feet, 8 inches.

Four upper shelves, each 3 feet by 7 1-2 inches.

Two lower shelves, counter ledge, and floor of case, each 3 feet by 15 1-2 inches.

Hight from floor to top of counter ledge, 38 inches.

Thickness of counter ledge, 1 inch.

Hight of finish across upper part of case, 4 inches.

Hight of finish across lower part of case, 4 inches.

Thickness of boards closing in back of case, 1-2 inch.

Shelves to be made of inch stuff dressed to 7-8 of an inch.

Uprights of 1 1-8 to 1 1-2 inch stuff.

Have the upper shelves fixed. Give 10 inches of space between them. The floor of the case makes the lowest shelf and is four inches from the floor of the room.

Make peg holes 1-2 inch in diameter, 3-4 inch deep, and 2 inches apart, between the floor-shelf and the counter ledge. Have wooden pegs 2 inches long and 1-2 inch in diameter, made of very strong wood to support the adjustable lower shelves. These may be placed far apart for the larger books, or near together so as to shelve folios on their sides. Including the floor of the case and the counter ledge, this gives 8 shelves.

Do not allow any finish or ornamentation to overlap any part of the inside spaces. This is always a vexatious thing, catching or concealing books.

Two or three sections of these measurements make a good wall case, accommodating about 170 books to the section. If doors are needed for locking up the case at night they should be made of wood.

CHARGING SYSTEM.

The following is a simple charging system: Make pockets of medium sized manila envelopes. Cut a curved line from end to end of the top of each envelope. This removes the flap and gives a place for taking hold of the book card easily. Paste the pocket upon the inside of the front cover of the book, face up. Book cards should measure 3x5 inches and may be made of stiff manila.

Write classification number at the top and accession number at the bottom of both pocket and card. When the book is circulated date the book card and let the person drawing out the book sign it. Cards of books in circulation should be filed in a box by the classification number. When the book is brought back, cancel the signature with the date of return and replace the card in the pocket. If the signatures follow each other closely the card can be used at least twenty-five times.

CARE OF BOOKS.

Do not crowd the books on the shelves or allow them to lean over; both methods injure them. Never hold a book tight when opening it, and never bend the covers backward; either is likely to break the back. The following are the directions for opening a new book or a newly bound one: "Hold the book with its back on a smooth table; let the front board down, then the other, holding the leaves in one hand while you open a few leaves at the back, then a few at the front, and so on, alternately opening back and front, gently pressing open the sections till you reach the middle of the volume. Do this two or three times and you will obtain the best results." Cut the leaves with a flat paper-knife having a smooth, blunt edge, being careful to cut well into the joint.

Never turn the leaves with moist or soiled fingers. Do not turn them in any way that might tear, soil, or crumple them. Be careful not to close the book in such a way as to crease the leaves. The injury to the leaves of large dictionaries and atlases is entirely from clumsy and careless handling. Keep them on tables from which they are not to be moved, and then make a point of teaching the children how to handle them properly.

Never pile open books, or lay them face downward, or write on them.

Don't turn down leaves, use bookmarks.

Never close a book on anything thicker than a thin card.

Don't mark any book that you do not personally own.

Heavy books should never be rested on the fore edges for any length of time, and very large ones should always be shelved on their sides.

Never let books fall, it injures the covers and loosens the bindings.

Heat is injurious to bindings and sunlight fades them.

In mending books never use mucilage or glue, and use paste sparingly. Sew in loose leaves instead of pasting them whenever it can be done. Much mending spoils a book for rebinding. First-class rebinding lasts much longer than the original trade binding usually does.

The library should be cleaned once a year. Carry the books to the open window where the air draws outward, take a book firmly in each hand, strike the two together two or three times and finish by dusting lightly all over with a soft feather or wool brush. Holding the books firmly during the process prevents the blows from loosening the binding. Always dust away from the hinge and do nothing that might brush the dust in between the leaves. Taking care of the books according to these directions preserves them longer.

It should be clearly understood that any person losing a book, or damaging one beyond natural wear and tear, must promptly make good the loss; otherwise the library may dwindle away or go to pieces. The Illinois law, authorizing the establishment of public libraries, contains the following clause: The city council of said city shall have power to pass ordinances imposing suitable penalties . . . for injury to or failure to return any book belonging to such library.

PUBLIC DOCUMENTS.

These publications include many that are useful to the smallest school. Every Senator, Representative, and Delegate is entitled to designate the recipients of a certain number of copies of each public document intended for distribution. Application should be made to the Representative of the congressional district. There is a surplus of most of the publications. Some of these are for free distribution by the Department issuing them, but most of them are sold either by the Department itself or by the Superintendent of Documents. In order to keep informed of the publications useful for a school, examine those recently received by a library entitled to receive all as fast as published; ask the Department of Agriculture to send regularly its monthly list of publications; and write to the Superintendent of Documents and to each U. S. Department and Bureau given in the appendix of this pamphlet for their lists of publications available for free distribution and for sale. For information up to date about all these publications consult a little monthly periodical entitled *Government Publications*, and write to the Superintendent of Documents for his first and last reports.

It is to the advantage of large schools to be on the regular mailing list of the Geological Survey. Some of these works are useful for any school. Other publications of general interest are: The Year Book and many other documents from the Bureau of Agriculture; the Report of the Commissioner of Education; The Statistical Abstract; the Congressional Directory; the illustrated reports of our foreign dependencies issued by the War Department; some of the handbooks of the Bureau of American Republics, and a few of the publications of the Smithsonian Institution. The Congressional Record and some of the publications of the Bureau of Labor are useful in large high schools. The Library of Congress publishes select lists of references upon a variety of subjects, many of them useful to schools. In writing to any branch of the U. S. Government for information never inclose stamps for a reply. When money is to be sent in payment for books a postal money order is best. All departments accept this.

State Publications are furnished free in their own state, and are sent to other states at the price of transportation or sold at prices that are low in proportion to their value. A list may usually be had from the Secretary of State. The Superintendent of Education furnishes the School Reports, Arbor Day and Memorial Day

Programs and other educational literature useful to teachers and schools. These works, the Blue Book, publications of the Colleges of Agriculture, and other scientific publications of a state are generally useful to schools. In Illinois some of the publications of the State Naturalist are suited to school use. The Report of the Illinois Board of World's Fair Commissioners contains information about the physical geography, forestry, and state institutions of Illinois. The Report of the Illinois Farmers' Institute will be useful in rural districts. The Cornell College of Agriculture publishes valuable leaflets for school use. The University of Minnesota has recently published an excellent book, "Rural School Agriculture, Bulletin No. 1." The Geological Surveys of New Jersey, Michigan, and Wisconsin issue valuable publications. Labor Reports and other state publications are useful in advanced schools.

PICTURES FOR REFERENCE USE.

Pictures have now become a necessary part of the school outfit. They can be purchased in great variety at from half a cent to \$3 each. The well-known series at from 1-2c to 5c apiece include historical subjects, copies of noted paintings, architecture and statuary, and a limited amount of animals and scenery. The colored pictures at 2c each include birds, flowers, fruit, and a few geographical and miscellaneous subjects. Unmounted photographs of the plates of the U. S. Geological Survey are for sale at from 8c to 25c each, according to size. Beautiful photographs of scenery and architecture, both plain and colored, are sold at from 15c to 35c each, unmounted.

Excellent pictures of scenery and architecture are to be found in railroad publications and other advertising pamphlets. Sometimes the information they contain is also useful. They can be found by referring to the advertising pages of magazines. They usually cost from 2c to 6c postage and often include pictures that cannot be secured so cheaply, if at all, in any other way. Pictures that cannot be found anywhere else can often be clipped from magazines. Housekeepers are often glad to give away the accumulation of magazines that they otherwise store or destroy, but rarely use.

Mounting board in various colors comes in sheets 30x40 inches, and costs from 10c to 40c a sheet according to quality, quantity, and dealer. It may be purchased at any art store. Woodpulp board comes in sheets 26x38 inches, in creamy white and costs 4c

or 5c a sheet according to quantity. These can all be cut by the dealer at slight additional expense. The following sizes are all useful, the measurement being in inches: 6x8; 7 1-2x10; 10x13 1-3; 15x20; 20x30. These measurements are for the colored mounting board and can be varied slightly so as to cut the woodpulp board to good advantage. The large sizes are for posters made of groups of pictures illustrating a single subject, an arrangement particularly useful for historical subjects.

The best paste is some one of those sold for library paste or for mounting photographs. Flour is good but spoils soon even with oil of cloves in it. A roller such as is used for mounting photos costs 25c. A bottle may be used instead. It is easiest to paste only the corners or edges of a picture, but neither method is sufficiently durable for much handling. With practice one can learn to paste the picture all over; put it squarely on the card; rub it smoothly with a cloth, wiping from the middle; roll it; press it under a heavy weight, and get good results.

Lettering may be done upon the colored mounting board with white ink or white water color paint, applied with a fine camel's hair brush.

The pictures are best kept on shelves enclosed by doors. Good depths for the shelves are 10 1-2 inches for the upper ones and 20 1-2 inches for the lower ones, inside measurements. Classify the pictures closely and put under each package a sheet of manila paper the depth of the shelf. On this sheet should be written the subject or class number of the pictures belonging to it. To keep unmounted pictures classify them closely; fold paper into portfolios of about the size of an ordinary magazine, folding the top edge over several inches; put the pictures in these, writing the subject on the part folded over, and file the portfolios on edge in a deep box or drawer. A separate but similar arrangement may be made for the larger pictures.

Various arrangements can be contrived for displaying pictures in the room. Burlap mounted as a panel, screen or wall banner is one of the most effective. Picture wires stretched in lines ten or twelve inches apart horizontally across a wall space are convenient. The Dennison company furnish various clips and pins for hanging small pictures.

Interest the children in collecting pictures illustrating their lessons, and mounting them either for themselves or for the school. They may not be as skilful as the teacher, but they will learn more than if it is all done for them.

PRESERVATION OF CLIPPINGS.

Clippings of one or more pages may be made into pamphlets. Make manila covers and sew in the leaves or fasten them in with McGill fasteners. Clippings of one page or less may be kept conveniently in any of the following ways: (1) Put them in a Mark Twain scrap book; this has gummed pages and only needs water to fasten in the clippings. (2) Fasten them with paste, not mucilage, into an ordinary scrap book or blank book; if the latter is used first remove two out of every three leaves, cutting them out about half an inch from the hinge. (3) Have sheets of manila paper about 8x9 3-4 inches; paste the clippings on these, leaving a margin at the side by which the sheets may be fastened together into a cover if necessary; keep all the sheets on one subject in a cover or portfolio cut and folded from manila paper. (4) Paste the clippings in small piles on manila sheets, 7 3-4x9 3-4 inches, securing them by the upper edge only, and file. (5) Paste the clippings on strips of manila paper 3 1-2x9 inches, and keep them in manila envelopes 4x9 1-2 inches. Clippings for personal use only may be kept in these envelopes without mounting them. The envelopes should be filed on edge in the boxes in which envelopes of that size come.

Clippings and pamphlets should be closely classified. Write subject or class number on the cover or envelope, and arrange alphabetically by subject or numerically by class number. The Library Bureau furnishes several kinds of files for pamphlets. The Challenge or Evergreen City file is another good kind.

INDEX RERUM.

Make this on cards measuring 3x5 inches. Write the subject of a card in red ink on the upper line and arrange the cards alphabetically by subject. Outfits for this purpose are sold by the Globe-Wernicke Co., the Library Bureau and other firms. An inexpensive outfit may be made of manila cards and an envelope box.

TRAVELING LIBRARIES.

These consist of about fifty volumes, put up in a strong case, accompanied by a catalog and a charging system, and shipped from place to place for temporary use. Some county superintendents and some public libraries send traveling libraries to the schools dependent upon them. Outside of these the most extensive

circulation of free traveling libraries in this state is due to the Illinois Federation of Women's Clubs and to the Illinois Farmers' Institute. Both institutions loan their libraries for a period of six months at the cost of transportation. Full information may be had from each upon application. There are also institutions furnishing traveling libraries as a business. Prominent among them is the Booklovers' Library, giving excellent service.

USE OF BOOKS.

After all, the value of a school library lies in its usefulness, and this depends upon the teacher. As much freedom as possible should be given in the use of books at school, but a strict record should be kept of every volume taken out of the room either by pupils or teachers. Some of the pupils will make excellent library assistants. Choose intelligent, wide-awake, active, kindly ones; never those who are slow or over-bearing. Help the children to enjoy good literature suited to their ages. Teach them to respect books and to handle them without injuring them, just as they should be taught to handle and respect any other valuable or beautiful things; and do this by example even more than by precept. To teach them how to use books as tools, send them to the reference books for things that they really want to know. Send them also to look up subjects connected with their lessons, being careful to give them problems within their power. Teach them to become self-helpful among the books. Then the end and aim of a school library will be attained.

APPENDIX.

ADDRESSES, BOOKS MENTIONED, ETC.

- Abridged Decimal Classification. Library Bureau, \$1.
- Adler, Felix, Moral Instruction of Children. Appleton, \$1.50.
- Arnold, S. L., Reading: How to Teach it. Silver, Burdett, \$1.
- Baldwin, James, Book Lover; rev. ed. McClurg, \$1 net.
- Blue Book, Illinois. Secretary of State, Springfield. Free.
- Booklovers' Library. 1323 Walnut St., Philadelphia, Pa.
- Bureau of American Republics. Washington, D. C.
- Burt, Mary E., Literary Landmarks. Houghton, Mifflin, 75c.
- Campaign Books. Headquarters of the leading political parties. Free.
- Catalog cards, Printed. Library of Congress, Catalog division, Washington, D. C.
- Challenge or Evergreen City file. Pantagraph Printing & Stationery Co., Bloomington, Ill.

- Champlin's Cyclopædia of Common Things. Holt, \$2.50.
- Cyclopædia of Games and Sports. Holt, \$2.50.
- Cyclopædia of Literature and Art. Holt, \$2.50.
- Cyclopædia of Persons and Places. Holt, \$2.50.
- Congressional Directory. Free from Representative. Sold by Superintendent of Documents.
- Congressional Record. Free from Representative. Sold by Public Printer and Superintendent of Documents.
- Cornell College of Agriculture. Publications for sale by W. F. Humphrey, Geneva, N. Y.
- Course of Study for the Common Schools of Illinois. C. M. Parker, Taylorville, Ill., 15c.
- Dana, J. C., Library Primer. Library Bureau, \$1 net.
- Dennison Manufacturing Co. 128 Franklin St., Chicago.
- Evanston Free Public Library, Evanston, Ill. List of Five Hundred Books in the School Libraries of Evanston.
- Globe-Wernicke, Co., Cincinnati, O.
- Government Publications, monthly. 1608 Prospect St., N. W., Washington, D. C., 50c a year.
- Illinois Board of World's Fair Commissioners' Report. Secretary of State, Springfield.
- Farmers' Institute. State House, Springfield, Ill.
- Federation of Women's Clubs. Mrs. Margaret D. Trimble, Chairman Library Committee, Princeton, Ill.
- Pupils' Reading Circle. F. A. Kendall, Naperville, Ill.
- State Publications. Secretary of State, Springfield.
- Kroeger, Alice B., Guide to the Study and Use of Reference Books. Houghton, Mifflin, \$1.25 net.
- Library Bureau. 156 Wabash Ave; Chicago.
- Library of Congress, Division of Bibliography. Washington, D. C.
- National Educational Association, Report of Committee on the Relation of Public Libraries to Public Schools, 1899. Secretary of the N. E. A., Winona, Minn. 15c.
- New York State Library Bibliographies, Class List of a \$500 Library Recommended for Schools. University of the State of New York, Albany, N. Y., 15c.
- Fairy Tales for Children. University of the State of New York, Albany, N. Y., 15c.
- Picture Dealers: Art Study Co., 307-321 Dearborn St., Chicago.
- Brown's Famous Pictures, Thomas Charles Co, 195 Wabash Ave., Chicago.
- Cosmos Picture Co., 296 Broadway, New York.
- Detroit Photographic Co., Detroit, Mich.
- Helman-Taylor Art Co., 257 Fifth Ave., New York.
- C. I. Hood & Co., Photo Dept., Lowell, Mass.

- George A. Mosher, 112 E. Fayette St., Syracuse, N. Y. (Blue Prints.)
- A. W. Mumford, Publisher, 203 Michigan Ave., Chicago.
- Perry Pictures Co. Box 300, Malden, Mass.
- Prang Educational Co., Fine Arts Building, Chicago.
- E. R. Shepard, Photographer, Minneapolis, Minn.
- Soule Art Co., Boston, Mass.
- Public Documents. Superintendent of Documents, Washington, D. C.
- Publishers of books for school libraries: American Book Co., Chicago; D. Appleton & Co., Chicago; Th. Y. Crowell & Co., New York; Educational Publishing Co., Chicago; Ginn & Co., Chicago; Harper Bros., Chicago; D. C. Heath & Co., Chicago; Henry Holt & Co., Chicago; Houghton, Mifflin & Co., Chicago; Little, Brown & Co., Boston; Longmans, Green & Co., Chicago. A. C. McClurg & Co., Chicago; Macmillan Co., Chicago; Public School Publishing Co., Bloomington, Ill.; G. P. Putnam's Sons, New York; Rand, McNally & Co., Chicago; Chas. Scribner's Sons, Chicago; Werner School Book Co., Chicago.
- Rural School Agriculture. Bulletin No. 1., Exercises in Agriculture and Housekeeping for Rural Schools. University of Minnesota, St. Anthony Park, Minn.
- Secretary of State, any state. Address that title at the capital of the state.
- Smithsonian Institution, Washington, D. C. A limited number of publications given away and sold.
- State Superintendent of Education, any state. Address that title at the capital of the state.
- Statistical Abstract of the United States. Bureau of Statistics, Washington, D. C.
- U. S. Bureau of Education.
- Bureau of Statistics.
- Commissioner of Fish and Fisheries.
- Department of Agriculture.
- Geological Survey.
- Superintendent of Documents.
- War Department.
- Weather Bureau. All in Washington, D. C.
- Wisconsin. List of books for high school libraries. 35c.
- List of books for township libraries. 35c.
- Supplementary list of books for township libraries. All issued by the State Superintendent of Education, Madison.
- Woodpulp Board. Pantagraph Printing & Stationery Co., Bloomington, Ill.

NOTE.—The author of this pamphlet will be glad to give further assistance along these lines. Address Library of the Ill. State Normal University, Normal, Ill.

The Illinois State Normal University

is maintained by the State for the education of teachers. It affords these advantages:

A faculty of thirty-two teachers.

A training department with nine critic teachers and opportunity for work in all grades from the kindergarten thru the high school.

A library of 13,000 bound volumes and 5,000 pamphlets, all carefully classified and catalogued.

Well-furnished laboratories for chemistry, physics, biology, and geography.

A manual training department with ample equipment.

A spacious gymnasium and abundant provision for indoor and outdoor athletic games.

A director of physical training who gives her entire time to the work.

A school-garden of two and one-fourth acres, with a special teacher of elementary science as related to agriculture.

A campus of fifty-seven acres planted with over one hundred species of trees and vines, and affording ample open spaces for athletic sports.

Free tuition and low cost of living.

A location in an intellectual community near one of the most prosperous and cultured cities in Illinois.

Calendar for 1903-1904.

WINTER TERM, 1903-1904.

- November 30—Winter term begins.
December 16—Semi-annual meeting of the Board of Education.
December 18—Annual contest of literary societies.
December 19—Recess of two weeks.
January 4, 1904—Winter term resumes.
February 20—Annual contest in declamation.
February 27—Annual contest in oratory.
March 4—End of winter term.
Vacation of nine days.

SPRING TERM, 1904.

- March 14—Spring term begins.
May 13—Annual debate with Oshkosh Normal School.
June 1—Annual meeting of the Board of Education.
June 1—Annual meeting of the Alumni Association.
June 2—Annual commencement exercises.

SUMMER SESSION, 1904.

- June 6—First summer term begins.
July 18—Second summer term begins.
August 26—Second summer term ends.
September 5—Beginning of fall term of year 1904-5.
Address inquiries for catalogs and information concerning
courses of study to

DAVID FELMLEY, *President*,
Normal, Illinois.





PANTAGRAPH

PRINTING AND
STATIONERY CO.

Bloomington, Ill.